

## RED Mountain Homes Jr. Sales Associate | Position Profile

<b>Location:</b>	RED Mountain, Rossland, BC
<b>Project Website:</b>	<a href="http://redmountainhomes.ca">redmountainhomes.ca</a>
<b>Start Date:</b>	Immediately
<b>Commitment:</b>	Full-time, on-site as required and availability for appointments outside of on-site <b>hours</b>
<b>Compensation:</b>	Commission
<b>Timeline:</b>	3-month trial period with potential for full-time transition

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### About Ace Project Marketing Group

At Ace Project Marketing Group, we are driven by the belief that real estate truly matters. Our passion lies in creating meaningful relationships with our team, buyers, investors, and developer partners. As the fastest-growing real estate sales and marketing company in Western Canada, we are proud to be recognized for our commitment to people and the communities we serve. We look forward to welcoming team members who will embody our values and contribute to our ongoing success.

### Position Overview

At RED Mountain Homes, we're not just selling homes, we're inviting people to embrace the vibrant, outdoorsy Kootenay lifestyle. As a Jr. Sales Associate, you'll be the face of our sales efforts, connecting with homebuyers and enthusiasts who share a passion for real estate and the mountain lifestyle. If you're energetic, enthusiastic, and thrive in a dynamic environment, we want you on our team! Join us in shaping the future of mountain living in one of BC's most stunning locations.

This is a developmental role designed to grow into a full-time, independent sales position. You'll begin by learning our product, systems, and process, while gaining hands-on experience. As your knowledge and confidence grow, you'll progressively take on more client engagement and sales responsibilities, with the goal of transitioning to a full sales role

### Key Responsibilities

#### 1. Sales Target Achievement

- Participate in extensive sales training to become an expert on the RED Mountain Homes project, including features, pricing, and local market trends.
- Actively participate in sales meetings, providing progress reports, and contributing to the overall sales strategy.
- Present offers to the Director of Sales, assist in contract preparation, and handle all supporting documentation for successful sales.

- Actively promote RED Mountain Homes to prospective buyers, investors, and real estate agents.
- Strive to meet or exceed seasonal sales targets

## **2. Strategic Client Engagement**

- Proactively contact, follow up with and leverage key learnings to nurture qualified buyers through to selecting their perfect home, contract writing/signing and collection of deposits to finalize sales.
- Passionate about understanding the needs of potential buyers and connecting them with the perfect home.
- Provide guided tours (both in-person and virtual) of our properties, offering a comprehensive view of what RED Mountain Homes has to offer.
- Assist purchaser(s) with post contract matters such as Amendments to the Disclosure Statement, deposit follow ups, and purchaser(s) questions
- Actively promote the Project and connect with prospective purchaser(s), referrals and leads, investors and cooperating agents;
- When applicable, work on-site at the Discovery Centre to provide in person tours to prospective purchaser(s);
- Implement a communication plan that includes call campaigns, emails and on-site presentations for prospective buyers

## **3. CRM & Pipeline Management**

- Utilize our CRM system to track all communications, client learnings, and maintain detailed records to ensure smooth follow-ups and effective reporting
- Efficiently moves leads through the sales funnel, consistently reporting results and key learnings to management
- Utilize all relevant software platforms beyond the CRM to manage workflow and sales results. (Eg. GoogleMeets, Slack...)
- Manage and organize assigned leads in the database;
  - 50+ calls per day based on hours worked and average length of calls
  - Flexible working and calling times to optimize answer rates of assigned clients and timezones they reside in

## **4. Continuous Improvement**

- Stay informed on industry trends and best practices, regularly refining the sales strategy to stay competitive
- Actively engage with all sales meetings and progress reporting during the pre-sales campaign;
- Participate in sales training and being knowledgeable on all aspects of the offering of the Project(s) which include, but are not limited to product features, benefits, pricing, local and comparative projects/ markets and trends to achieve established sales targets;

## **5. Collaboration & Integration with Marketing & Management**

- Discovery Centre Duties: Maintain and manage the Presentation Centre, handling opening and closing duties.
- Work closely with team members to ensure the sales process aligns with and supports marketing initiatives.
- Develop joint sales and marketing efforts to maximize client engagement, referrals and new lead generation
- Acknowledges they will be acting as a representative to the Developer and will not represent or provide an Agency relationship to any purchaser(s) for the Project.

- Fulfill the duties as set out in the Real Estate Development Marketing Act (REDMA) and abide by all the rules and regulations set forth by the BC Financial Services Authority (BCFSA), particularly with reference to No Agency Obligations.

## Growth Plan Overview

### Stage 1: Onboarding & Learning (Weeks 1–2)

- Train on the RED Mountain Homes product, pricing, lot mix, and positioning
- Learn the sales process from registration to contract writing
- Shadow senior team members during tours, meetings, and CRM usage
- Gain familiarity with Spark CRM, Slack, Proxima, and Google Suite
- Learn the sales process of taking new lead, to follow up, to contact and engagement to contract
- Attend sales and marketing meetings

### Stage 2: Assisted Selling & Client Engagement (Weeks 3–6)

- Begin working with clients under supervision
- Week 3 be added to new lead rotation
- Manage inquiries and schedule appointments
- Support in-person and virtual tours
- CRM entries, lead follow-up, and initial offer discussions
- Join realtor outreach and presentation activities

### Stage 3: Independent Selling & Full Sales Integration (Weeks 6–9+)

- Manage a personal pipeline of clients through the full sales cycle
- Lead property presentations and discovery tours
- Prepare and submit offer paperwork/Deal Form with limited oversight
- Contribute to outreach, webinars, and community engagement
- Report progress and metrics directly to the Sales Director

## Preferred Qualifications

**A Results-Driven Professional:** Committed to hitting and exceeding your sales goals. No excuses, just action and results.

**Mountain Resort Real Estate Experience:** We're looking for someone who lives and breathes the mountain lifestyle! The ideal candidate has a good understanding of real estate and a passion for the outdoors. An avid skier or snowboarder, with a deep appreciation for the Kootenay lifestyle and the natural beauty of the region.

**Effective Communicator:** You are a skilled communicator who can build rapport and trust with clients, presenting complex ideas simply and persuasively. You love working with people and have a knack for building relationships with potential buyers and investors.

**Proactive & Detail-Oriented:** You take initiative, follow up consistently, and pay attention to the finer details of client interactions. Thrive in fast-paced environments and are excited about contributing to a high-energy, driven team.

**Proficiency in CRM tools** and sales management software.

Excellent communication and presentation skills, both with internal teams and clients..

### **What We Offer**

- The opportunity to be part of a dynamic and growing team.
- A collaborative and supportive work environment.
- Competitive commissioned compensation and move/housing allowance.
- Professional growth opportunities within a fast-paced, innovative company.

Apply now using the form at <https://theacepmg.com/careers/>